Federal City Performing Arts Association
Board of Directors Meeting Minutes

Wednesday, October 14, 1998
2801 M St., NW, Washington, DC

DIRECTORS: Present: Darrell Lewis, Jeff Peirce, Joe Vignali, Jerry Carpenter, Thom Gibb, Ed Wilber, Bill Eadie, Chip Heath, Kris Marshall, Jack Gerard

ABSENT: Mark Bombaci, Henry Salevsky, Rich Aldret

STAFF: John Perkins, James Holloway

I. Call to Order

Lewis called meeting to order at 7:15.

II. Open Forum

Heath asked that information concerning GALA 2000 be discussed.

III. Approval of Minutes

Motion to approve the minutes.
Vignali moved acceptance of the minutes as amended; Marshall seconded, to approve the minutes.
Unanimous in favor. Minutes approved.

IV. Operations Committee

Minutes of the Operations Committee were presented by Vignali. See the Operations Minutes of October 5, 1998.

Special items of interest concern:

Charter Status – Continuing process for a few more months
Rodeo Status – Lack of interest noted
Aldret Proposal Refinement – Proposal for a small PR group to tour the area will be refined.
Gregory Payne – Contracting information needed. Special request was made for the creating of a contracting policy statement. The Finance committee has agreed to do a draft policy.
Atlanta Travel Chair needed.
Advertising Chair – Gary Regan has taken the responsibility while looking for a co-chair.
Artistic Advisory Committee – In process of creating a concert plan
Annual Report – Finance and team will be creating the document in the coming weeks.
GALA 2000 Chair, Volunteer Coordinator, GALA Leadership Conference Chair is needed.

V. Financial Report

See Finance Report for details. Peirce presented the numbers for the end of the first quarter. Items of special concern are:

Dues payments are significantly ahead of expectations. Approximately 40 people have chosen the trimester payments. Gibb asked for the variance of early payment of dues. Peirce and Lewis indicated that we will net more revenue because previous years had greater instances of non-payment.

Powers estate funds have been received.

Season brochure is $3,500K over budget because budgetary guidelines were not followed. Design and Printing costs were significantly over budget even after increasing last years budget. Heath asked if there was a policy or way to hold accountable the members who overspend their budget. Perkins indicated that the BOD needs a

policy statement to guide the process. The organization cannot just rely on trust, good will, or good faith. The rest of the year's budget for marketing will be greatly by the overage. The Finance Committee will bring a procurement policy before the BOD this winter. Gibb asked for a revisiting of a yearly contract agreement for many these services. Holloway said it might be better to have a contract review needed by the BOD and the Executive Director.

Auction Planning is needed. Fundraising Committee Chair being sought, CD3 is behind schedule. PF CD sales are slower than expected.

Motion to accept the finance report is issued by Vignali, Gibb seconds. Finance report is accepted unanimously.

Peirce outlines a policy plan containing Budget Approval Process, Purchasing and Procurement, Cash Investment Handling that will be delivered in the Feb. or March time frame.

The Corporate Audit was completed. FCPAA received an "unqualified opinion" from the auditor. Deficit was $22K for the year. Thanks to Perkins for all his work on the audit process. The "unqualified opinion" is defined as the use of general accounting principles that are verified by an independent firm.

Gibb moves that: a general meeting of the membership be held at the annual retreat in October wherein the members of the organization may be appraised of the "State of the Corporation". Vignali seconds. Unanimous in favor.

VI. Executive Director

See Executive Director's report for details. Lack of a Fundraising Chair is very disturbing. Future Search Conference is set for 2 weeks from this meeting. Public Access proposal is being considered to reach new audience with minimal cost. Office property has been sold. The new owners want FCPAA to sign a new contract with them.

VII. Music Report

See the Music report for details. Holloway has information from Omega concerning the existing recordings and the project is progressing. Greg Payne contract has been sent. The costs associated with Payne's work will paid for outside the budget. The Meany Commission contracts are being reviewed. Holloway praised the Membership Committee for their hard work this year and communication between membership and music is greatly improved.

Holloway suggests a policy wherein an advanced registration of the membership is done so that the group can be defined before September.

Eadie cautions the next year's season will be very long and warns about burn out. Eadie also requests the ability to interview the artists working on the Meany Commission for publicity / public relations efforts.

VIII. President's Report

Lewis announces that 30 new members have joined and a record 149 dues paying members have been recorded. Dues Payment was our first policy. The process went very well and resistance was minor when the policy is clear. Dallas Leadership Conference went very well. It was noted that GMCW is doing well compared to the GALA family as a whole. Ruffer applied for a grant for a PF project and has received that grant. Thanks to Vignali for his tremendous work on Operations. Fundraising Coordinator still needed to manage events. Lewis pleads with the BOD to help in all the fundraising tasks.

Lewis asked that each BOD member make a full commitment to the organization. Each member needs to believe in

the organization and its product. Diligent work is needed. Each needs to learn to ask for money for the organization. Lewis asked that each BOD member be at the Capital Club Gala on Nov. 6. The BOD will be asked to approach individuals and thank them for their contribution. Holloway spoke about the mastery of enrollment. Lewis asks for BOD participation in the phone-a-thon which will be held in November.

Lewis requested individual BOD members to write on a piece of paper their individual commitment to the organization and place it somewhere it may be looked upon.

IX. New Business

Policy extraction volunteers were secured.
Heath inquires about GALA 2000. Particular concern was the dissemination of information, BOD role in the process, and the steps that may be done now. GALA 2000 will be introduced at the annual retreat with a video presentation, fact sheet, time line, and fees. The BOD will propose an extension of the season during GALA to ensure the organization can continue to run smoothly.

X. Adjournment

Peirce moved, Vignali seconded a move to adjourn. Unanimous in favor.

Respectfully submitted,

Jerry Carpenter
Secretary, FCPAA

Federal City Performing Arts Association
Board of Directors Meeting Agenda

Wednesday, October 14, 1998
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I. Call to Order (1")

II. Open Forum (5")

III. Approval of Minutes (5")

IV. Operations Committee Report (15")

V. Financial Report (10")
- Audit
- Motion to call a general meeting of the membership to inform them of the financial statement.

VI. Executive Director's Report (10")

VII. Music Director's Report (10")
- Atlanta Concert Proposal

VIII. President's Report
- Board Fundraising
- Phone-a-thon
- Capital Club Annual Event

IX. New Business (5")
- Policy Extraction Assistance

X. Adjournment (1")

Regularly Scheduled Meeting of the 1998-99 Board of Directors